## **BQC-94-016**

Date: June 7, 1994

To: **Nursing Homes** NH

9 NATP <u>3</u> Nurse Aide Training Programs

From: Judy Fryback, Director

Bureau of Quality Compliance

Subject: Nurse Aide Training - Requirement for Inservices

The purpose of this memo is to clarify the twelve-hour inservice requirement for nurse aides, addressed in the attached Health Care Financing Administration Program Letter 93-38.

As you are aware, 12 hours of inservice per nurse aide is required in accordance with 42 CFR 483.75(e)(8). The requirement for nurse aides refers to all nurse aides in federally-certified nursing homes. There is a similar requirement for home health aides working in federally- certified home health agencies for 12 inservice hours per calendar year.

The attached program letter indicates that the twelve-month period is to begin with the employment date of the nurse aide at the facility.

The issue of inservice hours for the first year of employment may be covered in the initial orientation to the facility. While facility orientation of aides may be counted toward the required inservice hours, basic nurse aide training may not be counted.

The facility has the responsibility to ensure that aides receive the required number of inservice hours. Inservice can be obtained through a facility's own programs, collaboration with other facilities, training programs or the like. The issue is that each aide must receive 12 hours per year, not 12 hours for each employing facility. Facility policies should reflect how inservice hours can be counted, and what alternatives to standard inservices can be considered.

A facility may establish a policy to allow for a percentage of health care related formal education hours to serve in lieu of attendance at scheduled inservice offerings. However, these courses must relate to identified needs of the aide, and to the needs of the clients served as outlined in the federal regulations of 42 CFR 483.75(e)(8).

The year requirement "clock" begins for a facility at the time an aide is employed, rather than on a calendar year basis. Facilities do not need to be concerned with inservices attended by the aide prior to his or her employment with the facility.

The nurse aide registry does not track inservice hours for nurse aides. The registry lists nurse aides who meet minimal training requirements and competency, and identifies aides with substantiated findings of abuse and misappropriation of resident property. It will, in the near future, also indicate whether an aide has worked in a health care setting within the previous 24 months. The requirement that aides attend inservices is a facility requirement. This information is tracked through the survey process. Generally, this information is examined closely only when a problem with care or training has been identified.

If you have questions or concerns regarding this issue, you may contact Gail Joseph, RN, at (608) 267-0467.

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Attachment